

INFORMATION
BOOKLET - PLEASE
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Open competition for the purpose of recommending persons for appointment to the position
of

**Director of Further Education and Training in
Dublin & Dun Laoghaire ETB (DDLETB)**

REF: DDLADM201901

Closing Date: 4.00PM, FRIDAY, 21ST JUNE 2019

**DDLETB is committed to a policy
of equal opportunity.**

Director of Further Education and Training in Education and Training Boards

Introduction

Education and Training Boards

Education and Training Boards (ETBs) are statutory bodies which were established on 1st July 2013 under the Education and Training Boards Act 2013 (hereinafter called “the Act”) to replace the Vocational Education Committees (VECs) and to take on an enhanced role in the delivery of training.

The Act created a new structure that better positions the sector to support the evolution of service delivery in schools and in delivering further education and training where ETBs have a strong relationship with SOLAS, the further education and training authority.

A Vacancy now exists for an experienced senior manager to play a leadership role as a Director of Further Education and Training which will include responsibility for directing the functions of the ETB with regard to schools. The role of Director of Further Education and Training may also include responsibility for certain non-school centres at the discretion of the Chief Executive (CE) of the ETB.

Overview of main functions carried out by ETBs

ETBs are the legal patrons under the Education Act, 1998 of primary and second level post primary schools, including Colleges of Further Education. ETBs also have an important role in the Community School sector, where they are co-patrons, and in relation to Comprehensive Schools.

ETBs play a central role in the provision of further education and training. This includes both labour market focused programmes, programmes with a strong social inclusion dimension and programmes leading to educational progression. FET programmes are delivered in a wide range of ETB settings including Post Leaving Certificate and Further Education Colleges, Youthreach Centres, Training Centres and adult education centres. They are also provided through community and voluntary groups, commercial training providers and in workplaces.

SOLAS

SOLAS, the further education and training authority, was established in 2013. SOLAS provides co-ordination, funding and strategic direction for FET in Ireland. SOLAS works with ETBs to agree annual FET service plans and to undertake a comprehensive programme of reform through the implementation of the Further Education and Training Strategy 2014-19.

Role Description:

The Director of Further Education and Training will report to the Chief Executive of the ETB and will be responsible for assisting the CE in four main areas of responsibility, in line with the statutory functions set out in the ETB legislation:

1. Delivery of high quality and responsive FET provision.
2. Governance and management of FET.
3. Workforce planning and performance management in FET.
4. Coordination of the ETB’s management team which is within the responsibility of this Director

Key Responsibilities:

For each of these areas, there are a number of functions that will be performed by the Director of Further Education and Training, to include (but not limited to) the following:

1. Delivery of high quality and responsive FET provision

- Drive the reform of FET provision in line with the Further Education and Training Strategy 2014-19
- Develop and lead the delivery of annual FET Service Plans, informed by labour market data and engagement with employers, the Department of Social Protection and other stakeholders
- Plan provision in an integrated way across FET and lead the strategic development of FET
- Lead arrangements for engagement with employers relating to FET, including engagement with the Regional Skills Fora
- Oversee engagement arrangements with the Department of Social Protection regarding education and training of unemployed people and other DSP client groups.
- Develop and implement organisational policies and strategic plans including the Statement of Strategy (Section 27 ETB Act).
- With special reference to FET - monitor, measure and analyse student/learner recruitment/enrolment, retention, attainment and progression in line with educational objectives; emerging labour market requirements; principles of equality and inclusion, and value for money
- Lead programme development and innovation in FET.
- Support FET leaders in promoting excellence in teaching and learning through targeted programmes of CPD.
- Develop and manage the FET Quality Assurance function of the ETB, including the fulfilment of the ETB's obligations under the Qualifications and Quality Assurance (Education and Training) Act 2012.

2. Governance and management of further education training

- Oversee the management of ETB resources (human/financial/capital) allocated to FET in line with Corporate Governance regulations.
- Support the risk management function of the ETB, with special reference to FET provision.
- Support governance of FET including Boards of Management; manage legal matters; ensure the effective implementation of policies and legislation.
- Organise the presentation of FET data for annual and periodic audits as required.
- Lead the interface with SOLAS and other funding providers and collate the necessary planning data and requests for funding for the FET sector.
- Monitor in conjunction with the ETB Finance Department the budgetary status of the Further Education Programme and Training Centres and ensure compliance with relevant funding conditions.

3. Workforce planning and performance management in FET

- Undertake workforce planning and staff allocation in FET, including management of transfers and requests for career breaks, job-sharing and other working arrangements.
- Collaborate with CE to undertake strategic review of organisational skills/expertise
- Devise professional development programmes, including CPD for FET practitioners to address skills needs so that organisational skills and competences are aligned with implementation of the ETB Strategy.
- Assume responsibility for performance management across FET services, supporting and encouraging high performance and addressing underperformance in line with best practice and legislation.
- Undertake line management functions with a number of project and management teams

4. Coordination of the ETB's management team which is within the responsibility of this Director.

- Assist the CE in the development and support of the ETB's management team

- Contribute to the effective performance of the ETB's executive functions as a member of the senior management team, including coordinating the management team in the Director's functional area
- Perform such functions as are assigned to him or her by the CE or delegated to him or her pursuant to section 16 of the Education and Training Boards Act 2013

EXPERIENCE & QUALIFICATIONS

Essential Requirements

The successful candidates will:

- (a) Have significant management experience at an appropriate senior level, including leading teams and managing resources;
- (b) Have significant experience of some or all of the following: Leadership of teaching and learning in FET, governance and management of FET, workforce planning and performance management in FET.
- (c) Demonstrate the capacity to work as part of a senior management team, developing and implementing strategic plans and organisational policies and procedures and ensuring the appropriate management of risk within the organisation;
- (d) Demonstrate the ability to be innovative, to manage and lead change and to implement reform within an organisation in a rapidly changing environment;
- (e) Excellent interpersonal and collaborative skills including the ability to work effectively with a broad range of internal and external stakeholders and to represent the ETB on external bodies as required;
- (f) Demonstrate that they possess the skills/competencies identified as being important for the role. These include:
 - Leadership and Strategic Planning
 - Communications and Relationship Building
 - Leading and Developing Others
 - Organisational Management and Administrative Skills
 - Self-Awareness and Self-Management Skills

(Note: See Appendix 1 for more detail on these competencies)

- (g) Third Level educational qualifications in a relevant discipline(s) commensurate with this role would be a decided advantage.

NOTE: Qualifications/eligibility may not be verified by DDLETB until the final stage of the process. Therefore those candidates who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.

Health

A candidate for, and any person holding, the office must be fully competent and capable of undertaking the duties attached to the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned
- Be suitable on the grounds of character
- Be suitable in all other relevant respects for appointment to the post concerned:

And if successful, they will not be appointed to the post unless they:

- Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed,
- Are fully competent and available to undertake, and fully capable of undertaking the duties attached to the position.

Eligibility to compete and certain restrictions on eligibility Citizenship Requirement:

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway. Swiss Citizens under EU agreements may also apply.

Incentivised Scheme for Early Retirement (ISER);

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1st November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition

Department of Environment, Community & Local Government (Circular Letter LG (P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the Collective Agreement: Redundancy Payments to Public Servants dated 28th June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for re-employment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. Thereafter, the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Collective Agreement: Redundancy Payments to Public Servants;

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister

for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Declaration:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above.

Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

PRINCIPAL CONDITIONS OF SERVICE

Nature of position

The position is whole-time, permanent and pensionable, subject to contract.

Remuneration

The Salary Scale with effect from 1st October 2018 is as follows:

€68,883, €72,382, €75,865, €79,362, €82,854, €86,338, €90,413, €94,487, €98,562, €102,636, €106,709

This rate is a gross before deduction, inter alia, of the employee's contribution to the pension scheme to be operated by the Board.

Subject to the Director of Further Education and Training satisfactorily completing his/her first year of probation, s/he may be granted the first increment of salary one year from the date of appointment (subject to the terms of any existing national pay agreements) and may be awarded subsequent increments on a yearly basis subject to satisfactory service.

The rate of total remuneration of the Director of Further Education and Training

- (a) may be adjusted from time to time in accordance with Government pay policy as applying to public servants generally
- (b) may be revised from time to time by the Minister with the consent of the Minister for Public Expenditure and Reform.

The rate of PRSI applying to the post will be in accordance with the relevant legislation or regulations of the Department of Social Protection.

Starting salary

Candidates should note that the starting salary will be at the minimum of the appropriate payscale and will not be subject to negotiation.

Different remuneration and conditions may apply, if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

Probationary period

For the first year the Director of Further Education and Training will be on probation. The appointment will be confirmed subject to satisfactory performance of the duties of the post.

Annual leave

The Director of Further Education and Training will (in addition to the usual Public and Bank Holidays) be entitled to 30 working days holidays in each year to be taken at a time or times convenient to the Board.

Rest periods

The terms of the Organisation of Working Time Act, 1997 will apply to this appointment.

Superannuation & Retirement

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie

Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension **will be subject to abatement** in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. **Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.**
- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of

previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007**
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- **Ill-Health-Retirement**
Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

Pension Accrual

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Pension-Related Deduction

This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act, 2009. Please note that from 1 January 2019 PRD will be replaced by an Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017.

For further information in relation to the Single Public Service Pension Scheme please see the following website: www.singlepensionscheme.gov.ie.

Location

The place of work for the Director of Further Education and Training will be DDLETB Head Office or such other office location within the ETB as determined by the Chief Executive.

The Director of Further Education and Training may be required to travel, within and/or outside, of Ireland in performance of his/her duties.

Adoptive / Carers / Parental / Force Majeure leave

Adoptive / Carers / Parental Leave will be granted to the Director of Further Education and Training in accordance with the arrangements authorised by the Minister for Education and Skills. The provisions of the Parental Leave Act, 1998 and any subsequent Acts replacing or amending that Act will apply to Force Majeure Leave.

Sick leave

Sick Leave will be in accordance with established procedures and conditions for ETB staff generally.

General

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the successful candidate's employment contract

SELECTION PROCESS

How To Apply

Applications should be made online through www.etbvacancies.ie. All sections of the application form must be fully completed.

If you have not already registered with www.etbvacancies.ie you should complete the information required to 'Join the Talent Pool' at the bottom of the Job Description for this position. (Link to Job Description Page: <https://etbvacancies.thehirelab.com/LiveJobs/JobApply/71975?source=1>) This will bring you directly to the application form for this position and you will be automatically registered with www.etbvacancies.ie when you submit your application.

Please do not confuse registering (creating a profile) with submitting an application. If you do not register through the job description you will not be submitting an application to this position.

Once you have submitted your application form it is suggested that you return to the Jobs Page of your account and ensure that it has been successfully submitted. Click on 'Applied Jobs' in the Jobs window and you should see the title of this post listed.

Applications will not be accepted after the closing date and time.

The admission of a person to this competition, or invitation to take tests or attend for interview is not to be taken as implying that the DDLETB is satisfied that such person fulfils the requirements.

Notes:

Please note that it is the responsibility of the applicant to ensure that all applications are received on time. Any technical difficulties encountered by the sender when submitting applications are not the responsibility of the DDLETB. Therefore candidates are strongly advised to submit applications well before the 4:00 p.m. deadline on the specified closing date.

Closing Date and Time: 4.00p.m. Friday 21st June 2019

Your application must be submitted through www.etbvacancies.ie not later than 4:00 p.m., Friday 21st June 2019. Applications will not be accepted after this date and time.

Please Note:

We acknowledge receipt of all applications. We endeavour to give as much notice as possible for interview dates etc., candidates should make themselves available on the date(s) specified by the DDLETB.

The Selection Process may include:

- Shortlisting of candidates on the basis of the information contained in their application
- Qualifying preliminary interview
- A competitive interview which may include a presentation
- Reference checking

Shortlisting:

Normally the number of applications received for a position exceeds that required to fill existing vacancies to the position. While you may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the DDLETB may decide to employ a short listing process to select a group for interview who, based on an examination of the documents provided by you, appear to be the most suitable for the position.

This is not to suggest that other candidates are necessarily unsuitable, or incapable of the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience.

During any short listing exercise that may be employed, the DDLETB examines the application forms and assesses them against pre-determined criteria based on the requirements of the position. It is therefore in your own interests to provide a detailed and accurate account of your qualifications/ experience on the application form.

GENERAL INFORMATION

Security Clearance:

DDLETB is registered with the National Vetting Unit (NVU). As part of the Board's recruitment and selection process, offers of employment to all posts may be subject to NVU disclosure.

Other important information

DDLETB will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a competition, or invitation to attend interview, or a successful result letter, is not to be taken as implying that the DDLETB is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position.

Prior to recommending any candidate for appointment to this position the DDLETB will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it, or should another vacancy arise, the DDLETB may at its discretion, select and recommend another person for appointment on the results of this selection process.

Candidates should note that any attempt to canvass support for an application will lead to disqualification.

Confidentiality and Freedom of Information

Subject to the provisions of the Freedom of Information Act, 2014 applications will be treated in strict confidence.

All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process. Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the DDLETB or who do not, when requested, furnish such evidence as the DDLETB require in regard to any matter relevant to their candidature, will have no further claim to consideration.

Data Protection

DDLETB process data in compliance with current Data Protection legislation.

Feedback

Feedback will be provided on written request

Latest date for receipt of completed applications for the above post by email to www.etbvacancies.ie is:

**4:00 p.m. Friday, 21st June 2019
LATE APPLICATIONS WILL NOT BE ACCEPTED
CV's ALONE WILL NOT SUFFICE
SHORTLISTING OF CANDIDATES MAY TAKE PLACE**

DDLETB IS AN EQUAL OPPORTUNITIES EMPLOYER

Appendix 1: Key Competences Required for the Role

The competencies for this role reflect the changing and more complex environment in which those at Director of Further Education and Training level operate, with limited resources, pressure for delivery of results, increased media and public scrutiny and an ambitious public service reform programme.

The person appointed to the post of Director of Further Education and Training will be required to demonstrate competence in the following areas, as related to the job description.

Leadership and Strategic Planning

- Provide leadership in all matters relating to further education and training in the ETB. Facilitate the planning, development, implementation, review and evaluation of the ETB's FET plans and policies and be accountable for achievement of targets.
- Have a proven track record of developing and leading a strategic plan and be able to indicate how such a plan would be implemented in conjunction with the Board and relevant stakeholders.
- Develop teaching and learning strategies for the future and think through the consequences of actions taken.
- Develop and support a culture of self-evaluation throughout the ETB's further education and training services.

Communications and Relationship Building

- Establish effective communication strategies to ensure that open, transparent and positive internal and external communications are in place within and among ETB centres of further education and training.
- Develop and maintain positive and effective relations with ETB staff, Board, the Department of Education and Skills/SOLAS and other external agencies.
- Have the capacity and skills to relate and communicate in a meaningful and respectful way with individuals and groups.
- Have a proven track record of building good working relationships with others and using these to persuade, convince, or gain support in order to achieve positive outcomes for the ETB.

Leading and Developing Others

- Recognise and harness the many and varied skills and talents of staff in ETB centres of further education and training to create effective teams.
- Demonstrate a capacity for distributive leadership through appropriate delegation and support.
- Have a proven track record of leading, encouraging, inspiring and supporting others to develop confidence and be able to help them realise their full potential.
- Demonstrate the ability to be clear with others about what has to be achieved, to what standard, within timeframe/budget and make clear their accountability for delivery.

Organisational Management and Administrative Skills

- Use information and communication technology effectively to organise and keep track of information and meet requirements of the job.
- Allocate relevant decision-making and other responsibilities to the appropriate staff and provide the necessary support to delegate effectively.
- Have the capacity to anticipate issues and potential obstacles and take necessary action.

Self-Awareness and Self-Management Skills

- Respond to work-related pressures in a positive way.

- Have the necessary level of confidence, resilience and optimism to maintain an emotional balance in challenging situations and the capacity to work through these situations.
- to work through these situations